

JEWEL 5.0 – MONTHLY DATA ENTRY

(Please make sure all “Properties” tabs have been set-up according to the Jewel Installation Upgrade instructions.)

FROM JEWEL MAIN SCREEN

“Start New Offering”

Verify date of the first Sabbath of the month

Type the Offering (deposit) Total. Click **OK**

Screen: “*Contribution Entry*”

Post from Tithe Envelopes

Key in Last Name first, select the correct donor and press **Enter**

If donation in Cash, enter amount in the Cash Box

If donation by Check, enter amount in Check Box, press **Enter**.

Key in the Check # and press **Enter**.

*(Tip: To use the NSF Checks, you **MUST** enter the Check #)*

When the program detects that you have completed all contribution entries it will display:

“The amounts of the entered envelopes equal the offering total. Would you like to proceed to Make Deposit?” Click **YES**.

Select **“Trial Contribution Report”** and **Print report for your file. Close the report screen.**

(Make sure the report printed in the order in which the envelopes were entered. If it is not printing in that order, go to Maintenance, Properties, General and check the box next to “Sort Envelopes by Order Entered”)

Click **OK** to Make the Deposit.

***Continue to enter contributions for each Sabbath. At the end of the month, the program will detect that it is the last Sabbath of the month and will display, “Is the current deposit the last offering for the month?” Click **YES**.

The system will display “Remit to Conference” as the NextStep *(post all other checks in check number order with **the Remittance check being the last check of the month**)*.

FROM JEWEL MAIN SCREEN

Click **“Write Checks”**

Edit the date for each check

Insert the correct check number

Enter the Payee, Amount, Memo, Account(s) and Amount for each Account

Click **“New Check”**

Continue to enter all checks for the month

Click **“Cancel”** to leave the “Write Checks” screen

(If checks are issued manually, you may use a printout of the check on regular paper as a Paid Out Voucher to attach the supporting documentation for the disbursement.)

FROM JEWEL MAIN SCREEN

Click NextStep **“Remit to Conference”** The system will calculate the remittance check.

Click “Print This Check” then “Print Checks” **(Mail printout with Remittance Check)** Click **OK**.

The system will prompt “Are you ready to send your remittance report to the Conference” Click **“YES.”**

Click **“NO”** to set up budget allocation if the church does not have a budget for the year.

If a budget was entered the system will display the Transfer Funds screen with the budget allocations for the month. Make any necessary amount changes and click **OK** to process.

Click “**NO**” to: “You are about to print reports for the month”
(DO BANK RECONCILIATION(S) **BEFORE** PRINTING REPORTS)

FROM JEWEL MAIN SCREEN

Click “**Reconcile**” on the bottom left hand side of the screen

Bank Reconciliation Screen

Enter the last day of the month that is being closed

Enter “Ending Balance” from Bank Statement

✓ Click the box next to the every item on the screen that appears on the bank statement
(Please note that there might items left on the screen that have not cleared the bank.)

To enter **bank charges and interest**:

Click “**New Entry**”

Key in Local Fund Account (The system will not accept Conference Accounts in this field)

Enter the amount in either the “income” or “expense” window

In the “Date” field only enter dates from the month that is being closed

Write an explanation for the entry in the “Memo Line”

Click either the “Deposit or Interest Earned” or the “Checks Written and Bank Fees” radio button

Click “**Add Entry**”

If there is an **NSF check** on the bank statement that was not previously processed:

Click on **Cancel**

The system will prompt “Do you want to save your work so far?” click **YES**

On the Main Screen, select **Offerings, NSF Check Reversal**

Find the check to be reversed on the screen and click on it to highlight it

Enter the bank charges in the bottom portion of the screen

Enter the account – **Bank Charges**

Enter the amount of the bank charges in the Expense box

Click **OK**

Review the message that appears on the screen and if correct click **YES**, otherwise repeat this process.

Go back to Reconcile find the NSF entry in the Deposits and Interest Earned section of the screen and click on the box next to it.

When the “Difference” is zero click **OK**, the system will display “Would you like to print a bank reconciliation report?” Always click **YES** (*a complete bank reconciliation report with cleared items cannot be reprinted*). If there was an error you may respond **NO** to the prompt “Did the reports print correctly?” and reprint.

FROM JEWEL MAIN SCREEN

NextStep “**Print Monthly Reports**”

Do backup by inserting a flash drive/jump drive/memory stick and follow the prompt.

Thank you so much for doing a splendid job in carrying your responsibilities as Treasurer of your local church. We truly appreciate good bookkeeping.

CCC Auditing Staff